



Graduation Achievement

CHARTER HIGH SCHOOL

Georgia Online Academy, Inc., dba Graduation Achievement Charter High School (GACHS) is seeking a School Success/Improvement Specialist.

GACHS is a non-profit Charter High School with 1,500 students who participate virtually or at one of the four facilities throughout the State.

Job Summary: Under Supervision, the School Success Specialist will develop programs for current and past students to advise and support efforts towards completion of a High School Diploma with Graduation Achievement Charter High School.

The Specialist will work with College and Career Readiness staff to assist in the implementation strategies to support High School Success for students identified as at-risk.

The School Success Specialist is responsible for supporting and implementing targeted strategies to encourage continuous enrollment in GACHS, conduct retention conference with students prior to official withdrawing from school, track recent drops out to develop paths to return to GACHS and/or provide resources to alternative education agencies to exited/exiting students as needed.

Additionally, the School Success Specialist will chair development, implementation, and monitoring of district wide strategies to address Drop Out prevention.

Main Responsibilities:

- Work as directed to support the goals of Georgia Online Academy, Inc., management and College and Career Readiness Department
- Conduct Retention Conferences with all students requesting to be withdrawn
- Explore alternatives options to students' current educational plan within GACHS; including academic supports, college and career readiness programs and/or center assignment.
- Assist participants with applications and paperwork for college, vocational programs, career certificate programs or other appropriate post-secondary program
- Research model programs and funding opportunities for dropout prevention
- Provide administrative support College and Career Readiness Activities



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- Serve as a resource to stakeholders regarding Drop Out Prevention and Retention questions and concerns as well as some data analysis.
- Target students to return and complete High School Diploma GACHS College/Career Post-Secondary Specialist(Intern) JD 01-27-17 Page 2

Professional Responsibilities:

- Meet professional obligations through efficient work habits, such as meeting deadlines, honoring schedules, and coordinating resources and meetings in an effective and timely manner
- Commit to the use of cutting-edge technology to deliver high-quality instruction to students
- Contributes to school message boards, newsletter, and events
- Participate in student recruitment and registration activities to help the school meet enrollment goals Maintain confidentiality as required by the school and by law
- Commits to at least 20hours per week.
- Additional duties as assigned

Experience:

- Bachelor's degree in Education or related field of interest
- Demonstrated ability to motivate, engage and teach a diverse group of young people
- Experience advising students in an educational setting, 9th through 12th grade preferred
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Proficiency with multimedia communication tools, such as discussion boards, web logs, email, instant messaging and online meeting tools
- Ability and availability to travel within the state, 10%
- High degree of flexibility
- Demonstrated ability to thrive in a fast-paced work environment
- The School Success Specialist is a Part Time position with an expectation of 20 hours per week.